



Office of the
BOARD OF SELECTMEN
272 Main Street
Townsend, Massachusetts 01469

Sue Lisio, *Chairman*
Andrew J. Sheehan,
Town Administrator

Colin McNabb, *Vice-Chairman*

Carolyn Smart, *Clerk*
Office (978) 597-1701
Fax (978) 597-1719

SELECTMEN'S MEETING AGENDA
JULY 31, 2014, 6:00 P.M.
HAWTHORNE BROOK MIDDLE SCHOOL
64 BROOKLINE ROAD, TOWNSEND

I PRELIMINARIES

- 1.1 Call the meeting to order and roll call
- 1.2 Chairman's Additions or Deletions:
- 1.4 Approval of meeting minutes: None

II APPOINTMENTS AND HEARINGS

None

III MEETING BUSINESS

- 3.1 Review and discuss alternative gas pipeline route proposed by Beaver Brook Association and review draft correspondence. Votes may be taken.
- 3.2 Review and sign documents for the \$729,285 borrowing for capital improvements. Votes may be taken.
- 3.3 Discussion of public records request. Votes may be taken.
- 3.4 Pipeline Coalition update. Votes may be taken.
- 3.5 Review and approve chapter 90 Project Request from Ed Kukkula, Highway Superintendent, in the amount of \$308,000 to reclaim and pave the entire length of Emery Road. Votes may be taken.
- 3.6 Review request of Unitil to cross, alter, or construct within a public way for installation of a gas service at 62 South Harbor Road. Votes may be taken.
- 3.7 Review request of Unitil to cross, alter, or construct within a public way for installation of two services, one for home and one for business, at 77 Emery Road. Votes may be taken.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Review and approve recommendation for the position of Highway Department Fleet Mechanic. Voted may be taken.
- 4.2 Review and approve recommendation for the position of Building Department Assistant. Votes may be taken.

V WORK SESSION

- 5.1 Board of Selectmen updates and reports. Votes may be taken.
- 5.2 Town Administrator updates and reports. Votes may be taken.
- 5.3 Review and sign payroll and bills payable warrants. Votes may be taken.

Adjourn to Special Town Meeting



Office of the
BOARD OF SELECTMEN
272 Main Street
Townsend, Massachusetts 01469

Sue Lisio, *Chairman*
Andrew J. Sheehan,
Town Administrator

Colin McNabb, *Vice-Chairman*

Carolyn Smart, *Clerk*
Office (978) 597-1701
Fax (978) 597-1719

SELECTMEN'S MEETING AGENDA
JULY 31, 2014, 6:00 P.M.
HAWTHORNE BROOK MIDDLE SCHOOL
64 BROOKLINE ROAD, TOWNSEND

I PRELIMINARIES

- 1.1 Call the meeting to order and roll call
- 1.2 Chairman's Additions or Deletions:
- 1.4 Approval of meeting minutes: None

II APPOINTMENTS AND HEARINGS

None

III MEETING BUSINESS

- 3.1 Review and discuss alternative gas pipeline route proposed by Beaver Brook Association and review draft correspondence. Votes may be taken.
- 3.2 Review and sign documents for the \$729,285 borrowing for capital improvements. Votes may be taken.
- 3.3 Discussion of public records request. Votes may be taken.
- 3.4 Pipeline Coalition update. Votes may be taken.
- 3.5 Review and approve chapter 90 Project Request from Ed Kukkula, Highway Superintendent, in the amount of \$308,000 to reclaim and pave the entire length of Emery Road. Votes may be taken.
- 3.6 Review request of Unitil to cross, alter, or construct within a public way for installation of a gas service at 62 South Harbor Road. Votes may be taken.
- 3.7 Review request of Unitil to cross, alter, or construct within a public way for installation of two services, one for home and one for business, at 77 Emery Road. Votes may be taken.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Review and approve recommendation for the position of Highway Department Fleet Mechanic. Voted may be taken.
- 4.2 Review and approve recommendation for the position of Building Department Assistant. Votes may be taken.

V WORK SESSION

- 5.1 Board of Selectmen updates and reports. Votes may be taken.
- 5.2 Town Administrator updates and reports. Votes may be taken.
- 5.3 Review and sign payroll and bills payable warrants. Votes may be taken.

Adjourn to Special Town Meeting



Office of the
BOARD OF SELECTMEN
272 Main Street
Townsend, Massachusetts 01469

3.1

Sue Lisio, *Chairman*

Colin McNabb, *Vice-Chairman*

Carolyn Smart, *Clerk*

Andrew J. Sheehan,
Town Administrator

Office (978) 597-1701
Fax (978) 597-1719

July 15, 2014

Beaver Brook Association
117 Ridge Road
Hollis, NH 03049

RE: Kinder Morgan Gas Pipeline
Alternate Routes

Dear Sirs:

The Town of Townsend is aware of the Beaver Brook Association's efforts to relocate the route of the gas pipeline proposed by Kinder Morgan and its subsidiary Tennessee Gas Pipeline, Co. A map on the Beaver Brook Association (BBA) website shows the route proposed by Kinder Morgan and three alternate routes prepared for BBA by Tri Mont Engineering Co.

The Townsend Board of Selectmen does not support the alternate routes proposed by BBA. Townsend would be the host of alternate routes 1 and 2, while alternate three is proposed to be in Pepperell. No landowner wants their land impacted by a utility transmission line and we understand BBA's desire to preserve its land. However, we do not feel it is appropriate to shift the burden to other landowners, whether private or public.

Furthermore, the Townsend Board of Selectmen voted to join the newly created Northern Massachusetts Municipal Gas Pipeline Coalition (the Coalition). At its initial meeting the Coalition agreed it was not its intent to simply shift the pipeline onto other property. The Board of Selectmen believes this is a prudent and neighborly approach.

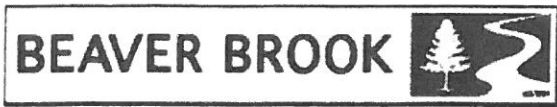
Very truly yours,

TOWNSEND BOARD OF SELECTMEN

Sue Lisio, Chairman

Colin McNabb, Vice Chairman

Carolyn Smart, Clerk



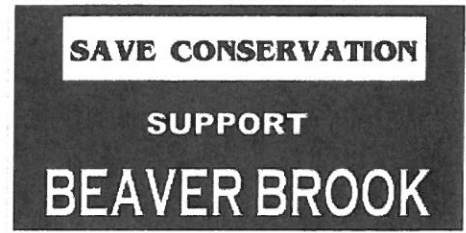
Dedicated to Environmental Education & Natural Resources



Beaver Brook Association > Environmental Education > Beaver Brook Action on Pipeline

Beaver Brook Action on Pipeline

by Celeste Barr on July 7, 2014



July 9th - Pipeline Update

At public meetings Monday evening in both Hollis and Brookline, Beaver Brook continued its efforts to fight the deliberate targeting of conservation land for pipeline construction.

At the meetings of the Brookline Selectboard and the Hollis Board of Selectmen Beaver Brook representatives shared with attendees three alternate routes investigated

and proposed by Tri-Mont Engineering, the company hired by Beaver Brook to seek viable route options that as much as possible avoid conservation lands and follow highways or existing rights of way. We presented a map showing the Tri-Mont-generated alternative routes, as well as the original route Kinder Morgan has proposed through Beaver Brook. That map can also be viewed on the Beaver Brook website, www.beaverbrook.org.

A follow-up meeting in Hollis (Monday, July 14th) and another in Brookline (Monday, July 21st) will allow citizens to offer comments to their respective boards of selectmen. Additional informational meetings are also being scheduled in other affected towns.

In the wake of the meetings we are heartened by the support Beaver Brook has received for our efforts to prevent the deliberate targeting of Beaver Brook holdings and other conservation lands for construction of utility infrastructure. Conservation lands have been donated and purchased in the public interest specifically to safeguard them from development. Beaver Brook took the additional step through our "Beaver Brook Forever" campaign to raise funds necessary to complete the costly process of placing conservation easements on our land as another layer of protection for the five decades of work that has gone into assembling such a large area of contiguous land. To deliberately target protected properties for pipeline construction betrays their core intent and purpose and violates the public trust.

Beaver Brook didn't just happen. It is the product of fifty years of real people donating time, money and property for a purpose important to them and their families. We not only have both a Board of Trustees and a Board of Members of the Corporation protecting our holdings, we have added additional easements and protections that specifically prohibit actions such as those being proposed. Even if those protections are not invulnerable to eminent domain and similar legal weaponry, we hope they will be morally sufficient. We feel that a 1.2 mile long fifty-foot wide permanently-cleared right of way slashing through Beaver Brook against the wishes of Beaver Brook Association and of the community is both wrong and—as engineers have shown—unnecessary.

While the decision of where any approved pipeline gets sited is now and always has been ultimately in the hands of the pipeline construction company and the Federal Energy Regulatory Commission, there is still more that we can do. Such decisions do not happen in a vacuum. Our public officials and numerous boards at the state level have a say. And public opinion matters—your voice matters.

It's common for pipeline and similar companies to dismiss protest as just inevitable NIMBY (Not in My Back Yard) noise that should be ignored in the public interest. But that's not what we're saying. We are saying that if efforts to wrongly exploit hard-won conservation properties as fat, easy targets for utility and other infrastructure projects succeed this time, then it will happen over and over. That can't happen. Public officials need to hear our message. Utility infrastructure should be built out only if it is necessary and in the public interest. When they are built, routes must avoid the use of conservation lands where possible and take maximum advantage of already-existing rail, highway and similar rights of way for any pipeline.

Elected and appointed officials at the local, state, and federal level must ensure that if pipelines need to be sited, they are sited properly. Your voice matters to them. Please let them know that this matters to you.

July 7 - Update



WHAT'S NEW OUTSIDE

[Beaver Brook Action on Pipeline](#)

[Celebrating 50 Years of Environmental Stewardship!](#)

[Enjoy a fun movie of Summer Camp!](#)

Beaver Brook Association, Inc. (BBA) is a GuideStar Exchange Silver Participant



Want to learn more about the GuideStar Exchange? [Click here](#)

Beaver Brook has easements on all of its land. These easements do not allow for utilities to come across its lands. So in order to legally protect the lands from the gas pipeline Beaver Brook decided to hire TRI-MONT engineering to help define alternate routes that try to avoid all conservation land and use as many Rights-Of-Way as possible. Since all three alternatives accomplish these goals, Beaver Brook does not advocate for one route over another. Please contact your local, state, and federal government officials to let them know that you would like to see an route that does not cross conservation land and uses rights-of-way.



& Guides
 r maps and guide books
 e Now!
DONATE NOW
 Network for Good

Us

BBA ROUTE 1

BBA ROUTE 2

BBA ROUTE 3

KINDER MORGAN PROPOSAL

Pipeline Update - July 3, 2014

Engineers Suggest Alternate Routes For Gas Pipeline - Details To Be Shared Monday, July 7th

Tri-Mont Engineering Co., the firm hired by Beaver Brook Association to seek alternative routes for the proposed gas pipeline has suggested three of them and their representatives have met with engineers of Kinder Morgan to discuss their feasibility. In keeping with our belief that public and transportation rights of way and utility corridors should be considered as pipeline siting first, Tri-Mont assures us that each of these potential alternative routes avoids not only Beaver Brook conservation lands, but minimizes impact to all conservation lands in the area. It will ultimately be up to the construction firm to decide whether they will select any of the routes presented or stick with their originally proposed one through Beaver Brook property. Representatives of Beaver Brook will be sharing these alternative routes with those communities potentially impacted. Beaver

Brook will present at the Hollis Board of Selectmen's meeting in the Community Room on Monday, July 7th at 7 pm and at the Brookline Selectboard's meeting in the Town Hall Meeting Room on Monday, July 7th at 6:30 pm. Public comments will be heard at the following week's meeting (July 14th) of the Hollis Board of Selectmen. Additional meetings with other communities have been requested or confirmed for the coming weeks.

Webmaster :: Cheetah Design Studio

Copyright © 2014 Beaver Brook Association | 117 Ridge Road, Hollis,

NH 03049 | (603) 465-7787. All rights reserved.

Regardless of what pipeline routing decision is made the trustees and staff of Beaver Brook Association extend sincere thanks to all those who have supported our efforts to protect the easements on the conservation lands we all hold so dear.

June 3

Lawn signs supporting Beaver Brook's efforts to re-route the proposed natural gas pipeline are now available. With a donation of \$30 or more to the Beaver Brook Pipeline Defense Fund we will reserve your "Protect Conservation support Beaver Brook" sign for you to pick up during normal business hours (9 am - 3 pm, M-F) at our Maple Hill Farm office. Those who have already made a donation to the fund may also pick up their sign. Watch your email for updates of Beaver Brook's position and activities regarding the pipeline. Contact our office at 603-465-7787 if you would like to be added to our email distribution list.

May 21, 2014 Update: The volunteer trustees of Beaver Brook Association take very seriously their legal and fiduciary responsibilities to protect the properties that have been entrusted to them over the last half century and we are committed to keeping you informed of what we are doing to re-route any pipeline that threatens the land on which conservation easements have so recently been completed.

Thank you to all of the people who have communicated their support of Beaver Brook's opposition to the proposed site of the Northeast Expansion Project pipeline and to those who have donated to the Beaver Brook Pipeline Defense Fund. In first defending its own conservation easements Beaver Brook continues to oppose the targeting of any conservation land as the presumed path of least resistance. While large tracts of conservation land in common ownership may be enticing for pipeline construction companies their permanent alteration for that purpose is not in the public's best interest. In fact it may be diametrically opposite the intention of those who spent years of effort and resources to place the land in conservation in the first place. Other routes including utility and transportation rights of way, rail lines (abandoned or active), etc. should be thoroughly investigated and would not permanently alter conservation land nor intrude on individual property. These alternatives are perhaps more complicated to construct and done so at a higher cost, but it is burden that is worthy of enduring for the greater good. Our elected officials should encourage the New Hampshire Energy Facility Site Evaluation Committee (NHEFSEC) to consider the alternatives.

Here is what's been done to date:

- Beaver Brook has contracted an attorney who specializes in environmental law to represent our interests in keeping the pipeline from our properties which are protected from development by conservation easements.
- We have learned that only professionals can propose an alternate route that government will listen to and so we have hired an engineer who has experience in seeking out and proposing alternate routes using as many existing rights of way as possible, thereby avoiding conservation land.
- Representatives of Beaver Brook have met with the Selectman of the Town of Hollis to share information and to keep them apprised of activities of mutual interest as well as the possibility of divergent interests.
- Representatives of Beaver Brook have had meetings with Tennessee Gas Pipeline and separately with Liberty Utilities.
- Our Pipeline Defense Fund has raised over \$30,000 to help finance the expenses of hiring the above mentioned professionals.
- We have ordered lawn signs that say "Protect Conservation - Support Beaver Brook". These signs will be available for sale at \$30 each for any homeowner who wants to place them on his/her lawn. All proceeds will go directly to the Defense Fund.

Pipeline Update - May 16, 2014 ALTERING THE ROUTE OF THE NATURAL GAS PIPELINE HERE'S WHAT YOU CAN DO:

- 1) Contact each of our elected officials (whose names and addresses appear below) urging them to oppose the permanent alteration of our conservation land by the routing of any natural gas pipelines. In your own words suggest that they ask the New Hampshire Energy Facility Site Evaluation Committee (NHEFSEC) to find an alternate route rather than one across lands specifically set aside in conservation. Other routes including utility and transportation rights of way, abandoned rail lines, etc are all options that have not been investigated and would not permanently alter conservation land nor intrude on individual property. Our elected officials should encourage the NHEFSEC to consider the alternatives.
- 2) When they become available purchase and install a "Support Beaver Brook" lawn sign.
- 3) Contact Beaver Brook with any information that may help.
- 4) Keep informed of what is happening south of the state line by visiting www.nashobatrust.org and other websites.

NH State Representatives & Senator:

District 27 James P Belanger : 32 Plain Rd Hollis, NH , 03049-6248

Carolyn M Gargas : PO Box 1223 Hollis, NH , 03049-1223

District 40 Gary L Daniels : 127 Whitten Road Milford, NH , 03055-3228

Senate District: 12 Peggy Gilmour, 126 Depot Road, Hollis, NH 03049

US Senators - New Hampshire

Senator Kelly Ayotte 144 Russell Senate Office Building Washington, DC 20510 www.ayotte.senate.gov?p=contact phone: 202-224-3324 fax: 202-224-4952

Senator Jeanne Shaheen 520 Hart Senate Office Building Washington, DC 20510 www.shaheen.senate.gov/contact/ phone: 202-224-2841 fax: 202-228-3194

US Representatives - New Hampshire

Representative Carol Shea-Porter (D-01) 1530 Longworth House Office Building Washington, DC 02515 <https://shea-porter.house.gov/contact/email-me>

phone: 202-225-5456 fax: 202-225-5822

Manchester District Office 33 Lowell Street Manchester, NH 03101 phone: 603-641-9536 fax: 603-641-9561 M-F 9am-5pm

Representative Ann McLane Kuster (D-02) 137 Cannon House Office Building Washington, DC 02515 <http://kuster.house.gov/contact>

phone: 202-225-5206 fax: 202-225-2946

Nashua Office 70 Pearl Street Nashua, NH 03060 phone: 603-595-2006 fax: 603-595-2016 M-F 8:30am-5pm

Pipeline Update - May 6, 2014

Beaver Brook Association has been working diligently on defending our conservation easements from the proposed lateral pipeline by Tennessee Gas Pipeline. We have engaged legal counsel to represent the organization and are engaging an engineering firm that can help evaluate alternative routes and design a route that will better satisfy all parties. In the next 2-3 weeks we have several meetings scheduled with various project stakeholders to present our ideas and to find the best ways to accomplish our goals. While we believe there is a demand for more gas in New Hampshire, we also believe there is a route for this gas that minimizes the impact on any conservation land. We hope to provide another update at the end of May.

As you can imagine all of this work is costing Beaver Brook a lot of money. Now is the time to fight this pipeline from coming through this conservation land we have fought so hard to preserve. Please help us out by donating to assist Beaver Brook Association's efforts, you can donate by [clicking here](#) and putting Property Defense Fund in the designation box, or send a donation to Beaver Brook Association 117 Ridge Rd, Hollis, NH 03049 and indicate it is to go in the **Property Defense Fund**.

Apr 17, 2014 Beaver Brook Association strongly opposes using conservation land to locate the proposed Northeast Expansion gas pipeline by the Tennessee Gas Pipeline company (a subsidiary of Kinder Morgan). We are a Hollis, NH non-profit organization that has worked diligently over many years to acquire and protect 2,000 contiguous acres of land from development.

We recognize that because we have been successful in acquiring many contiguous parcels and protecting them with conservation easements from being built out, the builders of roads, pipelines, and large government developments will inevitably target our land as a convenient location or route for their projects. Our land is under easement, but that will not protect it from projects that can invoke eminent domain to overcome the objections of land owners.

Beaver Brook Association is not against progress or energy, but we do strongly oppose specifically selecting conservation areas for pipeline routing. From all appearances, land conservation and preservation holdings throughout New York, Massachusetts, and New Hampshire are being targeted by Tennessee Gas, completely the opposite reason for which the organizations and restrictions were created.

If this tactic is successful, it will be repeated in case after case. Beaver Brook Association feels that alternative routes should be aggressively pursued, such as existing right of ways, utility corridors, rail road beds, and the highway system. Land protections for conservation purposes must not be set aside solely in the interest of financial gain.

If you would like to assist Beaver Brook Association's efforts, you can donate here writing "Property Defense Fund" in the designation line.



or mail a donation to Beaver Brook Association 117 Ridge Rd, Hollis, NH 03049 and write Property Defense Fund in the memo line.

-submitted by Drew Kellner, President Beaver Brook Board of Trustees in conjunction with the Beaver Brook Land Protection Committee.

FROM: ENVIRONMENTAL EDUCATION

No comments yet

Comments are closed.

Contact Us

Address: 117 Ridge Road, Hollis, NH 03049

Telephone: (603) 465-7787

Office Hrs: Mon - Fri 9-3 PM



Office of the
BOARD OF SELECTMEN
 272 Main Street
 Townsend, Massachusetts 01469

DATE AGENDA: [1708] [1]
 Chair V. Chair Clerk
 COLBERTS

3.3

Sue Lisio, *Chairman*
 Andrew J. Sheehan,
 Town Administrator

Colin McNabb, *Vice-Chairman*

Office (978) 597-1701
 Fax (978) 597-1719

July 16, 2014

 Ms. Karen Hill
 914 Clark Street
 Gardner, MA 01440

*This is not reasonable
 Why would T-C need to
 review? Please put on an
 agenda for discussion*

Dear Ms. Hill:

The Town is in receipt of your public records request. You have requested the following:

- All incoming and outgoing emails to or from Leslie Gabrijska between the period of January 1, 2009 and July 7, 2014
- All incoming and outgoing emails to or from Karen Chapman between the period of January 1, 2012 and July 7, 2014

We have prepared the following estimate:

Hours required by Leslie Gabrijska to review all emails for the 5 ½ year period between 1/1/09 to 7/7/14, and for Karen Chapman to review all emails for the 2 ½ year period between 1/1/12 to 7/7/14	60 hours @20.84/hr.= \$1250.40
Hours required for Town Counsel review of emails	5 hours @ 160.00/hr = \$800.00
Hours required by Information Technology Dept.	<u>16.5 hours @ \$25.00/hr = \$412.50</u>
	Total: \$2,462.90

We require payment in advance of fulfilling the request. Once we receive payment, we will begin collecting and researching the requested records.

Please be advised that this is only an estimate. The final cost will depend upon the time taken to extract the records, review them for confidential information, and redact confidential information from the records. If additional resources are necessary, I will advise you of same.

Your request is for a large volume of emails estimated to be in the thousands. We will address the request as quickly as possible, but I expect it will take several months.



Chapter 90 Project Request

Classification:

Primary Road XX

Local Road _____

Chapter 90

INTF00002007

S00 51002

\$308,000.00

3.5

City/Town

Townsend

Location(s)

Emery Road

Length:

7128 Feet

Width: 25' Feet

Project Type:

Construction X

Resurfacing _____

Engineering _____

Equipment _____

Other: _____

TYPICAL SECTION DETAILS: State depths, special treatments, etc., and include sketch for Construction/Improvement Projects.

Surface: 1.5"

Base Course: 2.0"

Foundation:

Shoulders/Sidewalks:

SCOPE OF WORK:

Reclaim and pave entire length of Emery Road. Repair and replace catch basins throught length of road.

Work to be done: Force Account _____ Advertised Contract XX Other: _____

Estimated Cost (Attach estimate and list funding sources) \$ 308,000.00

*These funds will pay 100% of Local Road Project costs to the limit of this assignment.

CERTIFICATION

The design, engineering, construction and future performance of the project, including maintenance, is the responsibility of the Municipality. The proposed work will conform to recognized engineering practices and construction methods. I/We certify to the following: that the project is on a public way, and any necessary land takings have been made; that all materials will comply with approved established specifications; that all weights and quantities will be accurate; that equipment rental rates are those established by the Massachusetts Highway Department or the advertised low bid; that all documentation will be checked for accuracy, and will be endorsed in accordance with municipal procedures for accountability.

Prepared and reviewed by:
Signed _____

State Aid Engineer - Date
Road Classification Verified _____
Approved for \$ @ 100 %
District Highway Director Date

Signed _____

duly authorized

Date: _____



Chapter 90 Environmental Punch List

City/Town: Townsend Mass. Highway District No. 3

Proposed Work: Reclaim and pave entire length of Emery Rd.


Construction Resurfacing _____ Improvement _____ Engineering _____ Other _____

NOTE: ALL ENVIRONMENTAL PERMITS / APPROVALS MUST BE OBTAINED PRIOR TO CONSTRUCTION.

- 1. Will the pavement width increase 4 ft. or more for an aggregate length of 1000 ft. or more? Yes No
 - 2. Will the bank or terrain (other than alteration required for installation of equipment or structures) be altered at a distance exceeding 10 ft. from the pavement? Yes No
 - 3. Will the removal of 5 or more trees with diameters of 14 inches or more be required? Yes No
 - 4. Will more than 300 ft. of stone wall be removed or altered? Yes No
 - 5. Will the project involve construction of a parking lot with capacity of 50 cars or more? Yes No
 - 6. Are any other MEPA review thresholds exceeded (see 301 CMR 11.00)?
If your answer is YES to any of questions 1-6, you must file an Environmental Notification Form (ENF).* Yes No
 - 7. Will the project be on a "Scenic Road" (Acts of 1973, C. 67)?
If your answer is YES, your Planning Board or Selectmen / City Council must give written consent for cutting / removal of trees or changes to stone walls. Yes No
 - 8. Have all necessary takings, easements, rights of entry, etc. been completed?
If a county Hearing is required, it must be held prior to starting work Yes No
 - 9. Are archaeological, anthropological, historical, etc. problems / impacts anticipated? Yes No
 - 10. Is any work proposed in or within 100 ft. of a wetland (stream, pond, swamp, etc.)? *
If your answer is YES, you must file the project with your local Conservation Commission prior to starting work. Yes No
 - 11. If work is proposed in a wetland or water resource, a permit may be required from the Department of Environmental Protection, Corps of Engineers, etc.. Verify with agencies.* Yes No
- * See Appendix K for a List of Environmental Agencies.

Validation

It is recognized that the purpose of this information is to assist the Massachusetts Highway Department in approving the Chapter 90 Project Request Form (of which this is a part). Accordingly, the information provided here is intended to be complete and correct with no intentional errors or material omissions. Any action taken by Mass. Highway on the basis of this information shall not legally or financially obligate Mass. Highway to support or defend the municipality, and the municipality shall save harmless Mass. Highway for any action.

Authorized Municipal Official(s)	Reviewed and Approved for Transmittal by:  _____ Signatures <u>SUPERINTENDENT</u> / <u>104</u> _____ Highway or Conservation Officer's Title Date Date: <u>07/21/14</u>
Signatures	Date:

This form should be submitted in duplicate with original signatures to the Mass. Highway District Office. This form should accompany the Project Request Form.

Emery Road

Cost Estimate for Reclaiming and Resurfacing

$$7128' \times 27'/9 = 19,800 \text{ SY}$$

$$\text{Reclaiming: } 19,800 \text{ SY} \times \$2.04/\text{SY} = \$ 40,392.00$$

$$\text{Resurfacing: } 19,800 \text{ SY} \times 0.196 = 3,880 \text{ TNS}$$

$$3,880 \text{ TNS} \times \$67.47 = \$261,784.00$$

$$\text{Misc. Asphalt } 50 \text{ TNS} \times \$65.00/\text{TN} = \$ 3,250.00$$

$$\text{Catch basin structure} = \$ 1,000.00$$

$$\text{Catch basin grates} = \$ 500.00$$

$$\text{Catch basin blocks} = \$ 600.00$$

$$\text{Bagged concrete} = \$ 500.00$$

$$\text{Graded base: } 20 \text{ TNS} \times \$20.00/\text{TN} = \underline{\$ 400.00}$$

$$\text{TOTAL COST} \qquad \qquad \qquad \$307,926.00$$

3.6

Town of Townsend
Highway Department
PO Box 621
177 Main St
Townsend, MA 01469
(978) 597-1712

Application for Permit
To Cross, Alter and/or Construct Within a Town Way
Townsend General Bylaws Article II, Section 13

Date: 7/22/14

Town of Townsend
Highway Superintendent
PO Box 621
Townsend, MA 01469

To Whom it May Concern:

The Undersigned, Unitil Fitchburg Gas & Electric hereby applies for permission to: open Road Sen
Gas Service Installation at 62 S Harbor Rd

A \$100.00 permitting fee is now required with all applications.

Start Date: _____

Further, we agree that if the town has been disturbed, i.e., roadway, sidewalk, it will be returned to its original condition. When backfilling operations are required, it shall be constructed of successive layers not more than 1 foot in depth, uniformly distributed and each layer thoroughly compacted. The undersigned will notify the Highway Department when backfilling operations proceed. The Highway Superintendent or his/her Designee will be present during this operation.

(Company Representative)

285 John Fitch Hwy

(Street Address)

Fitchburg, MA 01420

(City, State, Zip)

(Telephone)

Approved/Disapproved: Highway Superintendent

Approved/Disapproved: Board of Selectmen:



Date: 7-22-14

Date: _____

Town of Townsend
Highway Department
PO Box 621
177 Main St
Townsend, MA 01469
(978) 597-1712

3.7

Application for Permit
To Cross, Alter and/or Construct Within a Town Way
Townsend General Bylaws Article II, Section 13

Date: 7.17.14

Town of Townsend
Highway Superintendent
PO Box 621
Townsend, MA 01469

To Whom it May Concern:

The Undersigned, Unifit Fitchburg Gas & Electric hereby applies for permission to: Open Road
at 77 Emory Rd - 2 services one for Home and one
for Business

A \$100.00 permitting fee is now required with all applications.

Start Date: _____

Further, we agree that if the town has been disturbed, i.e., roadway, sidewalk, it will be returned to its original condition. When backfilling operations are required, it shall be constructed of successive layers not more than 1 foot in depth, uniformly distributed and each layer thoroughly compacted. The undersigned will notify the Highway Department when backfilling operations proceed. The Highway Superintendent or his/her Designee will be present during this operation.

(Company Representative)

285 John Fitch Hwy

(Street Address)

Fitchburg, MA 01420

(City, State, Zip)

(Telephone)

Approved/Disapproved: Highway Superintendent: E. K. R.

Approved/Disapproved: Board of Selectmen: _____

Date: 7.22.14

Date: _____



597-0726

4.1

TOWN OF TOWNSEND
Highway Department
177 Main Street
Townsend, Massachusetts 01469
(978) 597-1712
FAX: (978)

MEMORANDUM

DATE July 22, 2014 AGENDA: Yes No
CLASS: CM V. CLASS: CM OR CM C8
COMMENTS:

Date: July 22, 2014
To: Board of Selectmen
From: Ed Kukkula, Highway Superintendent EK
Subject: **Fleet Mechanic Hiring Recommendation**

After posting the Fleet Mechanic's position the search was narrowed to three applicants who were chosen for interviews. The interviews were conducted on July 16, 2014 by myself, Keith Letourneau and Andy Sheehan. After interviewing the applicants, we believe the person who most fit the needs of the department is Alexander Luther. His job experience and qualifications will be a tremendous benefit to our department.

Please accept Alexander Luther as my recommendation for filling the Fleet Mechanic's position.

Please contact me if you require any further information regarding this matter.



BUILDING DEPARTMENT
272 Main Street
Townsend, Massachusetts 01469

4.2

Richard D. Hanks C.B.O
Building Commissioner

Zoning Enforcement Officer
Office (978) 597-1709

ADA Coordinator
Fax (978) 597-8135

July 28, 2014

To: Board of Select People

From: Richard Hanks, Building Commissioner

Re: Appointment of Administrative Assistant

Dear Honorable Board of Select People,

I hereby request that you appoint Janet Leavitt to the position of Administrative Assistant to the Building Commissioner. After I completed interviewing several other candidates, I found Ms. Leavitt to have all of the qualifications that would be required to handle this position. Ms. Leavitt is a 15 year employee of the Town working in the Assessor's Office. She is familiar with the Town, the policies and procedures and has a strong working knowledge in the Building Department have' in worked for me on a temporary basis several times in the past.

I believe that with Ms. Leavitt's work in the Assessor's office which required frequent interaction with the Building Department and along with her past work history in the Building Department that she will be able to meet the challenges of this position and will provide a smooth transition.

I would like to have Ms. Leavitt's official start date on August 5, 2014. I understand that this is a short notice and I have spoken with Vicki Tidman, the Assessor, and agreed that to facilitate a smooth transition for the both of us Ms. Leavitt may be required to assist in the training of her replacement once one is chosen.

I recommend that Ms. Leavitt be paid at her current grade and step which is grade 3, step 9 with an hourly rate of \$19.73 per hour and 26 hours per week.

I look forward to your support.

Respectfully submitted,

Richard Hanks, Building Commissioner
RDH